



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** INFORMATION SERVICES BUSINESS ANALYST II (\*Provisional Appointment)

**SALARY:** \$44,012 - 56,611 annually

**LOCATION:** Monroe County Department of Information Services

### **JOB SUMMARY:**

This position is **primarily responsible for the information management systems in the Monroe County Sheriff's Office.** The responsibilities include, but are not limited to, working closely with users to develop an understanding of their business processes and goals; analyzing business procedures of users to develop and implement information management systems which are compatible with them; providing technology solutions that meet state and federal mandates to support the department; Lead Project Manager for all Sheriff IT Projects; assisting in the Department's annual budget process as it relates to IT needs; maintaining inventory for all PCs and peripherals, laptops, printers, and all other related equipment. The employee reports directly to and works under the general supervision of a higher-level staff member.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus two (2) years paid full-time or its part-time equivalent experience in systems development and analysis, that involved defining user needs, suggesting solutions and implementing systems; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years paid full-time or its part-time equivalent experience in systems development and analysis, two (2) years of which must have involved defining user needs, suggesting solutions and implementing systems; OR,
- (C) Six (6) years experience as defined in (B), two (2) years of which must have involved defining user needs, suggesting solutions and implementing systems; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**The following factors will be considered:** Attendance record and work performance.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:** Monroe County Department of Human Resources  
39 W. Main Street - Room 210  
Rochester, NY 14614-1471

**Posting Deadline:** April 6, 2012

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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